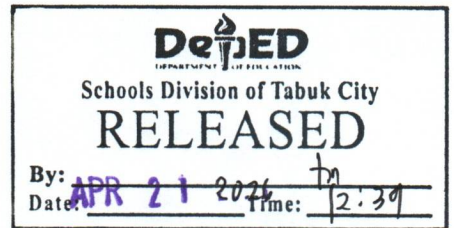




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
**Schools Division of Tabuk City**



**Office of the Schools Division Superintendent**

April 17, 2026

**DIVISION MEMORANDUM**

No. 161 s. 2026

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Public Elementary and Secondary School Heads  
 All Others Concerned

**RECOMPOSITION OF THE HUMAN RESOURCE MERIT PROMOTION  
 AND SELECTION BOARD (HRMPSB)**

1. Pursuant to CSC MC No. 24, s. 2017 (Omnibus Rules on Appointment and other Human Resource Actions), DepEd Order No. 19, s. 2022 (The Department of Education Merit Selection Plan), DepEd Order No. 007, s. 2023 (Guidelines on Recruitment, Selection, and Appointment in the Department of Education), DepEd Order No. 020, s. 2024 (Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions), and DepEd Order No. 21, s. 2024 (Amendments to DepEd Order No. 7, s. 2023), the HRMPSB is hereby reconstituted effective immediately:

**a. School Administration, Related-Teaching and Non-Teaching Positions** (DepEd Order No. 19, s. 2022)

<b>HRMPSB Members (First Level Positions)</b>	<b>HRMPSB Members (Second Level Positions)</b>
Chairperson: a. <b>GINADINE L. BALAGSO</b> Assistant Schools Division Superintendent	Chairperson: a. <b>GINADINE L. BALAGSO</b> Assistant Schools Division Superintendent
<b>Members:</b> b. <b>SALLY P. FEKEN</b> Chief of the School Governance Operations Division	<b>Members:</b> b. <b>SALLY P. FEKEN</b> Chief of the School Govern- ance Operations Division



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<p>c. School Head or Chief of Division where the vacancy exists</p> <ul style="list-style-type: none"><li>• Secondary School Head: <b>AVELINA P. TRINIDAD</b>, NAPSSHI President</li><li>• Elementary School Head: <b>NAPOLEON R. MUKAY</b>, PESPA President</li><li>• CID: <b>CES RAMONCHITO A. SORIANO</b></li><li>• Finance Division: Accounting: <b>SIXTO D. LANG-AY Jr.</b> Budget Office: <b>WELDA LIEZL P. BUSLIG</b></li></ul> <p>d. <b>DOROTHY S. ASINGAL</b> Administrative Officer V</p> <p>e. <b>CATHERINE M. BADONG</b> Administrative Officer IV (HRMO)</p> <p>f. <b>KEITH M. AMBATANG</b> Representative of First Level Employees</p>	<p>c. School Head or Chief of Division where the vacancy exists</p> <ul style="list-style-type: none"><li>• Secondary School Head: <b>AVELINA P. TRINIDAD</b>, NAPSSHI President</li><li>• Elementary School Head: <b>NAPOLEON R. MUKAY</b>, PESPA President</li><li>• CID: <b>CES RAMONCHITO A. SORIANO</b></li><li>• Finance Division: Accounting: <b>SIXTO D. LANG-AY Jr.</b> Budget Office: <b>WELDA LIEZL P. BUSLIG</b></li></ul> <p>d. <b>DOROTHY S. ASINGAL</b> Administrative Officer V</p> <p>e. <b>CATHERINE M. BADONG</b> Administrative Officer IV (HRMO)</p> <p>f. <b>Atty. SANDY BASUNGIT</b> Representative of Second Level Employees</p>
Secretariat: 1. Joshua Rebanco	2. Rosalinda Ramirez

**b. Teaching Position** (Section 17 of DepEd Order No. 21, s. 2024)

**Chairperson:**

- a. Assistant Schools Division Superintendent: **GINADINE L. BALAGSO**

**Members:**

- b. Chief of the Curriculum Implementation Division: **RAMONCHITO A. SORIANO**
- c. School Head where the vacancy exists (**by invitation**)
- d. Administrative Officer V: **DOROTHY S. ASINGAL**
- e. Administrative Officer IV (HRMO): **CATHERINE BADONG**
- f. Representative of the accredited employees union/association belonging to the teaching group
2. Secondary Teachers Association President: **ROMAN D. ALOS**
3. Elementary Teachers Association President: **ANA MARIE B. BALILING**

Secretariat: 1. Joshua Rebanco 2. Rosalinda Ramirez



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4. The HRMPSB shall assist the appointing authority in the judicious and objective selection of the candidates for appointment in accordance with their roles to include, but are not limited to, the following:
  - a. Develop the System of Ranking Positions (SRP) which shall be submitted for approval of the appointing authority, copy furnished the Civil Service Commission (CSC) and its field offices for purposes;
  - b. Recommend to the appointing authority the designation of sub-committee/s, as deemed necessary, to assist in the conduct of comparative assessment of applicants, and facilitate the evaluation process;
  - c. Evaluate and deliberate the qualifications of all applicants in accordance with this policy, the provisions of the Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA), and relevant hiring guidelines;
  - d. Make a systematic assessment of the qualifications and competence of applicants for appointment to the vacant positions;
  - e. Develop and conduct further assessment such as written examination, skills test, Behavioral Events Interview (BEI), and others, as deemed necessary;
  - f. Submit to the appointing authority the Comparative Assessment Results/ Comparative Assessment-Registry of Qualified Applicants (CAR/CAR-RQA), highlighting the top five (5) ranking candidates or less, and Minutes of Deliberation;
  - g. Maintain fairness and impartiality in the assessment of applicants;
  - h. Respond to queries and/or complaints pertaining to the comparative assessment;
  - i. Ensure the adherence of the RSP process to Equal Opportunity Principle (EOP);
  - j. Recommend areas of improvement to the CO, through proper channels, on the Recruitment, Selection, and Placement (RSP) policies; and,
  - k. Perform other related functions as may be assigned.
  
5. The HRMPSB Secretariat shall have the following functions:
  - a. Coordinate, facilitate, and document activities/meetings of the HRMPSB related to RSP;
  - b. Consolidate the result of the different forms of assessments conducted to the applicants;
  - c. Encode the Comparative Assessment Result (CAR) and the CAR-Registry of Qualified Applicants; and,



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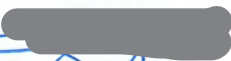



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- d. Perform other related functions as may be assigned.
6. To ensure the timely conduct of Recruitment, Selection, and Appointment, the attendance of HRMPSB members and secretariat during the comparative assessment is required as part of their jury duty.
7. Immediate dissemination of and strict compliance with this memorandum is hereby directed.

  
**CHRISTOPHER C. BENIGNO PhD, EdD, CESO VI**  
Assistant Schools Division Superintendent  
OIC - Schools Division Superintendent 



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